

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
SECRETARY OF THE SENATE
17 SEP -8 PM 4:04

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Western Caucus Foundation

Travel date(s): August 15, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$900		\$30	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Education on natural resources and federal issues in Alaska as related to Western Caucus priorities, "western" congressional districts, and America's security and energy future.

9/8/17
(Date)

Michael Andrews
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/8/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
SECRETARY OF THE SENATE

17 SEP -8 PM 4:04

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Terrence M. Andrews

Employing Office/Committee: Senate Committee on Indian Affairs

Private Sponsor(s) (list all): Western Caucus Foundation

Travel date(s): 8/15/17

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): North Slope Alaska

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of the trip is to exam areas of potential energy development in areas near the Alaskan Native Tribal areas. As Staff Director of the Indian Affairs Committee this falls within my legislative portfolio for Indian Energy.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/14/17
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator John Hoeven hereby authorize Terrence M. Andrews
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/14/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



WESTERN CAUCUS



FOUNDATION

THE HONORABLE STEVE DAINES
HONORARY CO-CHAIR

THE HONORABLE PAUL GOSAR
HONORARY CO-CHAIR

Western Caucus Foundation Alaska Field Tour and Roundtable August 14th to 17th w/ optional excursion on the 18th

Purpose of Trip: Education on natural resource issues in Alaska, including fisheries, lumber, mining, oil and gas, infrastructure, as they relate to the Western Caucus' agenda and how they relate to issues that Members of Congress from other states have in their district. Further, Congress will likely vote on several Alaska related issues in the 115th Congress.

AGENDA (as of 7/27/17)

Monday, 14th

Travel from DC/district to Anchorage (takes about 12-13 hours from DC)

RON: Anchorage Marriott Downtown
820 West 7th Avenue, Anchorage, AK 99501
(907) 279-8000
\$229 per night – Western Caucus Foundation group rate
Call or click to book your WESTERN CAUCUS FOUNDATION rate

Tuesday, 15th

Anchorage/Fairbanks/Dead horse/Alpine/ANWR

8:10am Depart hotel for Anchorage Airport to Fairbanks via Alaska Airlines
Flight #: 175

9:30am Depart Anchorage (ANC)

10:25am Arrive Fairbanks (FAI)

Go to www.alaskaair.com, click on Use discount or companion fare code, enter your origin/destination city and travel dates, enter **Code ECMA283**, and click on "Find Flights". All eligible flights will display for you to choose from.

***Staff needs to book flight**

10:45 am Depart Fairbanks via Charter flight for site tour

Alpine/NPRA Facilities Site Tour & Briefing

Prudhoe Bay Site Tour & Briefing

7:30 pm Depart Deadhorse for Fairbanks

ANWR and other Alaska Site Tour & Briefing (en route)

9:30 pm Arrive back in Fairbanks via Charter flight required for Site Tours

RON: Fairbanks Holiday Inn Express
400 Merhar Ave, Fairbanks, AK 99701
(907) 328-1100
\$154 per night – Call or click to book "WCF" group rate.

***Itinerary subject to change. Agenda updated periodically with additional information. Ver. July 28

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RON: Anchorage Marriott Downtown
820 West 7th Avenue, Anchorage, AK 99501
(907) 279-8000
\$229 per night – Western Caucus Foundation group rate
Call or click to book your WESTERN CAUCUS FOUNDATION rate

Friday, 18th

OPTIONAL Anchorage/Girdwood/Seward

9:15 am Depart to Seward via mini-coach
Turnagain Arm viewing en route
***Your share of ground transportation costs will be billed to you directly by transportation company via credit card or invoice.**

10:30am Alaska Conservation Center Tour and Briefing
Glacier viewing en route

1:30 pm Arrive Seward

2:00 pm Alaska Sea Life Center

Briefing on tourism and economic development

5:00 pm Reception

7:00pm Trip Concludes

RON: Breeze Inn
www.breezeinn.com
303 N Harbor Dr., Seward, AK 99664
(907) 224-5237
\$260 Call Foundation for room block info

Saturday, 19th

Depart to Anchorage

8:00 am Morning Shuttle to Anchorage+
p/up at Seward Cruise Ship Terminal
Arrive Anchorage at 11:00am
***Shuttle is on own and \$60**

7:00pm Evening mini-coach to Anchorage+
Arrive Anchorage at 10:00pm
***For this option, your share of ground transportation costs will be billed to you directly by transportation company via credit card or invoice.**

+RSVP to info@westerncaucusfoundation.org for more info and to reserve.

Invited Guest Speakers (time/date TBD):

Senator Lisa Murkowski; Senator Dan Sullivan; Rep. Don Young; Others...TBA

*****This event is planned to fully comply with Congressional Ethics Rules and Other Applicable Laws*****

Summer Western Caucus Field Tour and Roundtable

[View this email in your browser](#)



Summer Western Caucus Alaska Field Tour and Roundtable

Monday, August 14, 2017- Thursday, August 17, 2017

Location: Anchorage, North Slope, and Fairbanks, Alaska
Optional field trip to the Kenai Peninsula

Invited guests include Members of Congress, Congressional Staff, and Foundation stakeholders and guests.

The trip is filling up fast and time is running out to sign up.
Please e-mail info@westerncaucusfoundation.org for Agenda & RSVP form by
tomorrow, Friday, July 14th if you are interested in attending.

Founded in 2013, The Western Caucus Foundation (WCF), a 501(c)(3), is a cultural exchange organization committed to educating public policy makers and communicating with the public in an effort to enhance, sustain, and preserve the West's dynamic and unique culture. The Foundation provides support, education, and networking opportunities to advance the public policies important to the West, and offers members a non-partisan and non-political organization to facilitate discussion of critical Western issues through a robust agenda of meetings, conferences, education programs, and communications.

To learn more about the Western Caucus Foundation please visit:
<http://westerncaucusfoundation.org>

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Western Caucus Foundation (WCF)
2. Description of the trip: Education on natural resources and federal issues in Alaska as relate to Western Caucus priorities, "western" congressional districts, and America's security and energy future.
3. Dates of travel: 8/15
4. Place of travel: North Slope of Alaska
5. Name and title of Senate invitees: List Attached
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The WCF is the sole sponsor, and organized and will conduct all elements of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The WCF is an non-profit education organization. The mission of the trip will be to provide education on responsible, energy resource development on the North Slope of Alaska, which provides jobs & affordable energy for all Americans ... and, in particular, Western states.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The WCF has not sponsored congressional trips.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Western Caucus Foundation organizes briefings, round tables, social media outreach, & other educational opportunities in DC and across the West.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$900		3 x \$10 = \$30 total	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

To see oil and gas resource development on the north slope of Alaska, where it is located in abundance
and produced in the state:

19. Name and location of hotel or other lodging facility:

n/a

20. Reason(s) for selecting hotel or other lodging facility:

n/a

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals provided in conjunction with a policy briefing are under the federal per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach seat on a commercial charter plane. There are no scheduled airline flights nor roads to the key locations of interest.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Darrell Henry, Executive Director

Name of Organization: Western Caucus Foundation

Address: 400 N. Capitol St., NW #382b Washington, DC 20001

Telephone Number: 202-220-1330

Fax Number:

E-mail Address: info@westerncaucusfoundation.org